

## What forms do I need to give to personnel in order to have this action processed?



Recruitment – “We want to submit paperwork to post a job to bring a new employee onboard”		
Required Documents		Sample Recruitment Package  (What needs to be completed on the forms)- see highlighted fields-   Recruitment Sample Package
✓	SF-52 (Request for Personnel Action) - <a href="#">SF-52.pdf</a>	
✓	CD-516, Position Description & Signed Coversheet - <a href="#">CD-516 (1&amp;2)</a>	
✓	Job Analysis - <a href="#">Job Analysis Template</a>	
✓	CD-79 (Request for Security Clearance) – Only for Secret/Top Secret Clearances - <a href="#">CD-79, Request for Security Clearance</a>	
✓	Recruitment Checklist - <a href="#">Recruitment Checklist</a>	

**Career Ladder Promotions** – “It’s time for employee to move to the next grade in their career ladder”  
[\(Regulations On – Promotion Regulations\)](#)

**Temporary Promotion** – “I have Temporary need to put an employee in a higher level graded position” –  
[Temporary Promotion Regulations.](#)

**Reassignment** – “I have an employee that I need to move from one position to another at their same grade level”

**Note: Reassignment includes:** (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been re-described due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been re-described as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

*Required Documents*

✓	SF-52 (Request for Personnel Action) Note: For Temporary Promotions, when you submit the SF-52 for the temporary promotion, you <b>MUST</b> also submit the “Change to Lower Grade SF-52” to put employee back in their original grade once temporary promotion has expired- <a href="#">SF-52</a>
✓	CD-516, Position Description & Signed Coversheet - <a href="#">Recruit\CD-516.pdf</a>

**RESIGNATION** - “I have an employee who is leaving the rolls of the agency (not retiring or going to new agency) - (SF-52 should go to the designated Benefits Specialist {see below} as soon as possible PRIOR to employee leaving rolls)

**RETIREMENT** – (Employee must see HR Benefits Specialist as soon as possible when final decision to retire has been made)

ITA Benefits Specialist – Rhoda Chilcoat (202-482-1290)

OS Benefits Specialist – Sonita Stacker (202-482-5259)

All Other Bureaus Benefits Specialist – Vanessa Lewis (202-482-8327)

**EMPLOYEE TRANSFERRING TO ANOTHER AGENCY** – “I have an employee who has accepted a job with another agency”- Note: On SF-52” Action Requested” should say “Termination Appt. In”... As soon as employee has accepted offer, they need to ENSURE that the other agency contacts the HR Specialist for their particular organization here with the Dept.

#### REQUIRED DOCUMENTS:

✓	SF-52 (Request for Personnel Action) - <a href="#">SF-52.pdf</a>
✓	CD-126, Separation Clearance Certificate – <a href="#">CD-126</a> <a href="#">Human Resources (HR) Bulletin #051 FY07</a>
✓	CD-527, Audit Leave for the Year - <a href="#">CD-527.pdf</a>
✓	CD-529, Lump Sum Leave or Compensatory Time Payments - <a href="#">CD-529.pdf</a>

**STUDENT APPOINTMENTS:** “We are looking for temporary student work (STEP OR SV) OR we are looking to bring a student on board who can grow with the organization and be converted to a permanent position once they complete their degree requirements (SCEP)”

(Click on link for information on the Student Program)

<http://www.opm.gov/employ/students/QSAS.asp>

**STUDENT CAREER EXPERIENCE PROGRAM (SCEP)**

{HR Contact – Cindy Flynn - 202-482-6468}

**STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)**

{HR Contact – Cindy Flynn – 202-482-6468}

Student Volunteers (unpaid)- {HR Contact – Shannon Vaughns – 202-482-0653}

**REQUIRED DOCUMENTS**

**Student Career Employment Program (SCEP)**

✓	SF-52 (Request for Personnel Action) <a href="#">SF-52.pdf</a>
✓	CD-516, Position Description & Signed Coversheet - <a href="#">CD-516.pdf</a>
✓	Student Agreement Form – <a href="#">SCEP Student Agreement Form.pdf</a>
✓	<a href="#">Request for Verification of Student Status and Transcripts</a> -
✓	School Transcripts (provided by student)

**Student Temporary Employment Program (STEP)**

✓	SF-52 (Request for Personnel Action)- <a href="#">SF-52.pdf</a>
✓	CD-516, Position Description & Signed Coversheet – <a href="#">CD-516</a>
✓	<a href="#">Request for Verification of Student Status and Transcripts</a>
✓	School Transcripts (provided by student)

**Student Volunteers**

✓	SF-52 (Request for Personnel Action) - <a href="#">SF-52.pdf</a>
✓	Statement of Duties (provided by mgr.)

✓	School Transcripts (provided by student)
✓	I-9 – <a href="#">I-9.pdf</a>
✓	Student Volunteer Svcs. Agreement- <a href="#">Student Volunteer Service Agreement (SVS).pdf</a>
✓	Special Agreement Check- <a href="#">Sample Agreement Check (SAC).pdf</a>
✓	OF-306- <a href="#">Declaration of Federal Employment</a>
<b>Voluntary Expert</b>	
✓	<a href="#">Waiver of Compensation</a>
✓	<a href="#">Summary of Ethics Rules for Special Government Employees</a>
✓	Appointment Affidavits – <a href="#">SF-61</a>
✓	I-9 – <a href="#">I-9.pdf</a>
✓	OF-306- <a href="#">Declaration of Federal Employment</a>
✓	Questionnaire for Non-Sensitive Positions – <a href="#">SF-85</a>

**REALIGNMENT/REORGANIZATIONS** – “We are making some structural/organizational changes in the office”

**REQUIRED DOCUMENTS:**

✓	SF-52 (Request for Personnel Action)- <a href="#">SF-52.pdf</a>
✓	Approval Memo (provided by mgr.)
✓	Organizational Chart – showing new structure (provided by mgr.)
✓	List of ALL employees affected (provided by mgr.)

**DETAILS :** “I have an employee who will officially be staying in their position of record at the same grade, but will be going to another office/agency to work on a temporary assignment” or “I have an employee from another agency who will be working on a temporary assignment here with the Dept. in my organization (VERY IMPORTANT – click link for further info.) - [Detail Information.pdf](#)

✓	SF-52.pdf
---	-----------

**OTHER MISCELLANEOUS ACTIONS:** (See Glossary for various personnel action term definitions - [Glossary, Personnel Terms.pdf](#))



{Required Document} – [SF-52.pdf](#)



QSI (Quality Step Increases) – see below link for info./requirements



<http://www.opm.gov/perform/articles/1999/apr99-7.asp>



Change in Hrs.



Change in Hrs.



Leave Without Pay



Ext. of Temporary Promotion



Ext. of Detail



Name Change – (Click link for info./guidelines)-[Name Change Guidelines.pdf](#)  
Return to Duty



Change to Lower Grade